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MINUTES OF THE D/OBI STAFF MEETING, 12 APRIL 1967

PRESENT: Brammell, [REDACTED]

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1. Paucity of Intelligence Production on Communist China

The DDI has expressed concern over the lack of intelligence analysis regarding political developments in Communist China. Our production seems to be restricted to reporting on events after they have occurred. [REDACTED] has been named to chair a group to see what can be done to remedy this, and to put out a short report giving a critical analysis of what is going on.

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2. Limitations on Materials Sent [REDACTED]

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At the direction of the DDI, there will be a tightening up on materials sent [REDACTED]. Material will be supplied only on certain specified geographic areas and in answer to thoroughly demonstrated needs. In supplying materials to [REDACTED] representatives, we have been asked to caution them that there is not a uniform flow of materials [REDACTED]. A memorandum has been written [REDACTED] from Jack Smith detailing limitations on materials supplied [REDACTED].

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3. Distribution of Unclassified Materials

An order has been issued by Colonel White that no unclassified materials produced by the Agency are to be sent outside the Government. This includes maps and any other CIA-produced materials.

4. External Research Contracts

As a result of the Katzenback report, we have been directed to scrutinize all contractors of external research projects. In the future, the Agency is to have no more classified relationships with universities. The Agency will contract for external research on an overt basis. OBI has only one contract with a university, and it is being recommended that it be terminated.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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5. Vacation Leave Plans

Mr. Brammell asked that each Division establish a leave schedule covering all their personnel in order to assure that a reasonable percentage are on duty (approximately 60%) at all times and all activities are covered. Where possible, it is desirable to keep periods of leave down to a maximum of 3 weeks at any one time. Leave schedules for Division and Branch Chiefs are to be submitted to D/OBI within the next 2 weeks.

6. Departure Before 4:30

Mr. Brammell asked that all personnel be reminded that working hours for OBI are until 4:30 p.m. and that no one is to leave prior to that time. It has been observed that some personnel have been making a regular habit of leaving early and this must be stopped.

7. Review of Personnel Holding Special Clearances

We have been asked by the DDI to review OBI personnel who hold any of the special clearances, to determine whether their continued access to these various types of information is still necessary. This review will be made on a semi-annual basis (April and October) each year. Mr. Brammell asked St/A to supply each Division with a list of their personnel holding special clearances. Division Chiefs are to review these lists and submit to D/OBI by 19 April their recommendations for continuance or cancellation of clearances.

8. Review of New Personnel Orientation in OBI 25X1A9a

Mr. Brammell passed out copies of [REDACTED] memorandum which reviewed present procedures of orientation of new personnel in OBI and made some recommendations for strengthening these procedures.

9. Travel Projection for FY 1968

25X1A9a [REDACTED] announced that it is time to submit the 6-month foreign travel projection for the period 1 July - 30 December 1967. Divisions are to submit this to St/A by 24 April, and are to include the following information: name of individual; name of the cities to be visited (including side trips), period of time; purpose; whether any annual leave will be taken (if so, when and where); whether any Station or Embassy contact is planned; and whether it will be necessary to certify clearances.

In addition to the above, the following is also to be submitted: the same information (insofar as possible) as above for the remainder of the fiscal year, 1 January - 30 June 1968; and a rough estimate of the numbers of domestic trips planned for FY 1968.

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